



Contract Summary Form

Form#: 3165

GENERAL INFORMATION

Contract Status: Active

Christina Vega-Garcia

Date: 7/11/2017

Assigned Contract #: 17-CR-015 Form Prepared By: Elizabeth Mangual 6/8/2017

Department / Division: CRA Vendor Name: MEXICAN AMERICAN COUNCIL

Primary Contact: Elizabeth Mangual Vendor Contact: MARIA GARZA

Primary Email: emangual@cityofhomestead.com Vendor Address: 151 NW 11 STREET, STE E400

Secondary Contact: Eddie Sanchez City: HOMESTEAD State: FL Zip: 33030

Secondary Email: ESanchez@cityofhomestead.com Vendor Email: macpresidentfl@gmail.com

Phone Number: 305-224-4480 Vendor Phone Number: 786 2432328

Fax Number: 305-224-4489 Vendor Fax Number: 786-504-3953

Contract Name: Mexican American Council - Mariachi Conservatory - NFP Grant 2017

Agreement Type: Grant Does this replace an existing agreement? No Contract #

Briefly explain the purpose or description of the scope of service of this contract: 2017 Not-for-Profit Grant

MAC - Mariachi Conservatory - CAR. NO. 2066 - CRA Not-for Profit Grant disbursement for FY 2017

Approved by CRA Board on May 9, 2017

Please note that it is the Departments responsibility to obtain Risk approval.

Insurance Required? Yes If yes, who is required to have it?

If the vendor is required to have insurance, please enter the insurance expiration date(s) here.

Auto Insurance: General Liability: 5/15/2018 Workmans Comp:

Other:

Term of Contract: Start Date 5/9/2017 End Date: 12/31/2017 Project Number:

Does this agreement auto renew? No If so, how many times? How many yearly increments?

Total Contract Value: \$20,000.00 Paid to: Vendor Payment Freq: Lump Sum Payment Amount: \$20,000.00

Account Number(s) to be used: 360-0918-554-83-50

If moneys are paid to City, does Vendor pay sales tax? No Do late fees apply? No Percentage of late fee?

All agreements involving payment to vendor must be accompanied by a requisition. Requisition #: 127472

Was this agreement reviewed or drafted by a City Attorney? Yes If yes, whom? Mathew Pearl

"Right to Audit" clause included? Yes Was this approved by Council? Yes Date / CAR# 5/9/2017 / 2066

If so, please attach supporting documentation below:

BACKGROUND AND EXHIBITS

Exhibit Attachment(s):	0(9)		
Exhibit Description(s)	1	Agreement	6 NFP Grant Resolution
	2	Legal Review	7 COI
	3	Staff Memo	8 ACCT. NO. 360-0918-554-83-50
	4	CRA Board Approval	9 REQ. NO. 127472
	5	CRA Board Minutes	10

REVIEW - APPROVALS

Dept. Head Approval:	Approved	Elizabeth Mangual	Date:	6/14/2017
HR Dept. Approval:	Approved	Priscilla Thompson	Date:	6/28/2017
Risk Approval:	Approved	Priscilla Thompson	Date:	6/30/2017
Finance Dept. Approval:	Approved	Carlos M. Perez	Date:	6/16/2017
ITS Div. Approval:	Not Applicable	Yaniel Corrales	Date:	6/14/2017
Fleet Div. Approval:	Not Applicable	Luis Roura	Date:	6/9/2017

Submit Contract Summary Form to Procurement for Processing

For Administrative Use Only

Completed and Appropriate Packet Submitted to Procurement on:			Date:	6/29/2017
Prepared By:	Approved	Christina Vega-Garcia	Date:	6/29/2017
2nd Review:	Approved	Veronica Sanchez	Date:	6/30/2017
Final Review:	Approved	Carol McPatrick	Date:	6/30/2017
Procurement/Contracts:	Approved	Wendy Cournoyer	Date:	7/11/2017
Lock Summary Form:	Locked	Wendy Cournoyer	Date:	7/11/2017